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### **Solicitation Number: 05-0002-03** **Support to ONR Inspector General Office**

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN (CLIN 0002 – Business and Financial Support Services) are due by 4:00 PM (Washington D.C. local), 11 January 2005.

#### **1.0 Background**

The Office of Naval Research (ONR) plans, fosters, encourages, and assesses scientific research and technology development, and fosters the transition of science and technology in recognition of their paramount importance to the maintenance of future naval power and preservation of national security. Within ONR, the Inspector General (IG) Office provides a coordinated oversight program to include management review; command inspection; investigations into fraud, waste and mismanagement; and audit management.

#### **Statement of Work**

##### **2.1 Objective**

The objective is to obtain services to support the ONR Inspector General oversight programs.

##### **2.2 Scope**

There is a need for administrative and technical assistance within the Inspector General Office at the Office of Naval Research to provide temporary support for the Command Inspection Program, management review and audit management programs.

##### **2.3 Technical Tasks/Requirements**

Support and tasks to be performed:

- **COMMAND INSPECTION PROGRAM:** Administrative lead and technical support for conduct of Command Inspection Program to include review of instructions and regulations applicable to DoN and DoD requirements; identification of functional units to be assessed; development of assessment tools and materials; identification and development of inspection team; preparation of training materials and guidance for inspectors; correspondence preparation; facilitate administrative requirements, e.g., scheduling, travel, facilities and equipment; on-sight liaison and coordination during inspections; facilitation of review and analysis of findings; report preparation and follow-up.
- **AUDIT MANAGEMENT:** Administrative support for liaison and coordination of external audits in support of Command audit management programs.

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- **MANAGEMENT REVIEW PROGRAM:** Administrative support in conduct of management reviews.

### **3.0 Personnel Requirements**

#### **3.1 Personnel Qualifications**

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work.

The following is a description of the requirements for this Administrative Analyst:

Administrative Analyst: At least a Bachelor's degree from an accredited college or university and 2 years of experience in a programmatic/analytical field is required. The ideal candidate should have a background and/or working knowledge of DON/DOD command inspection procedures and execution. The candidate's work history should demonstrate strong analytical ability, exceptional oral and written communication skills, knowledge of DON/DOD inspection guidance, procedures, and regulations, and a comprehensive working knowledge of DON/DOD audit management/review programs. A SECRET security clearance is required.

#### **3.2 Level of Effort**

3.2.1 The level of effort has been estimated at 1,000 hours for the proposed order.

3.2.2 Period of Performance: The base period of performance will be from date of award through six (6) months.

3.2.3 The above labor category and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

### **4.0 Order Details**

4.1 **Contract Type:** The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 **Period of Performance:** The period of performance for this order is from the date of award through six (6) months.

#### **4.3 Other Direct Costs (ODCs)**

ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel/ODC amount is not to exceed (NTE) \$1,000.

The NTE amount of \$1,000. should be proposed and included as part of the cost total (without profit or fee) in every proposal submitted under this solicitation.

**4.3.1 Travel and Per Diem** - Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor. Travel outside the Washington D.C. area is not anticipated.

**4.3.2 Other Direct Costs (Including Local Travel)** - ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified. Local travel shall be billed in accordance with the rates found in the Joint Travel Regulations (JTR). The total ODC amount (inclusive of G&A) is not to exceed \$1,000.

**4.4 Government Furnished Resources (GFR)**: The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

**4.4.1 Facilities, Supplies and Services**: It is anticipated that a substantial amount of the work will be performed at a Government facility (Office of Naval Research, 800 N. Quincy Street, Arlington, VA 22217-5660). Parking facilities are not provided; however, several private (pay) parking facilities are located in the area. Basic office facilities such as work space and its operating requirements (i.e., phones, desks and utilities) will be provided while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

**4.4.2 Information**: All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

**4.4.3 Documentation**: All existing documentation relevant to this task's accomplishment will be made available to the contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

**4.4.4 Equipment:** With the exception to the basic facility items noted Subsection 4.4.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved for use by ONR.

Contractors may be required to obtain one or more Navy Marine Corps Intranet (NMCI) seats to perform the Task Order statement of work. ONR currently plans to formally transition to NMCI on or about 1 OCT 2005. During the performance of the Order, if either party (Government or Contractor) identifies a requirement for the Contractor to obtain an NMCI seat to perform its duties, ONR officials will work with the Contractor to obtain an NMCI seat in a timely manner and, if necessary, will pursue a mutually satisfactory agreement in regards to any formal modifications or changes to the scope, structure or dollar values of the Order as a result of the emerging NMCI requirements. General information regarding NMCI can be obtained at: <http://www.nmci-eds.com/index.asp>.

**4.4.5 Subcontracts/Consultants:** Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

**4.5 Place of Performance:** The place of performance will be the Office of Naval Research, 800 N. Quincy Street, Arlington, VA 22217-5660.

**4.6 Security Requirements:**

a) Clearance Requirements. During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET. For personnel, a minimum of a SECRET clearance is required. A DD Form 254 will be required prior to access or production of any classified information. Additionally, Contractor is required to safeguard the information labeled as proprietary.

b) Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the course of its work, the selected Contractor will be required to execute a Nondisclosure Agreements (NDAs) as outlined in Section 5.2.1 of this solicitation.

**4.7 Organizational Conflict of Interest**

**4.7.1 Safeguarding Information**

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or

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operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

### **4.7.2 Organizational Restrictions**

Support contractor's knowledge of competition sensitive information, described in the paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by the aforementioned scope of work.

## **5.0 Proposal Requirements**

**5.1 Proposal Format:** The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

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The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) **Cost Proposal:** The Contractor should provide a summary cost proposal for the total effort. The Contractor should submit a cost proposal indicating the price per labor hour (to include cost and profit) for the quantities and types of labor proposed. The Contractor should break out the proposed direct labor categories, rates and hours, labor escalation rates, indirect rates (Fringe Benefits, on and off-site Overhead, G&A, Facilities Cost of Money, etc), any consultants/subcontracts, and the indirect rate, if any, to be applied to Travel/ODCs.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

**5.2 Other Required Documents:** Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

**5.2.1 Non-Disclosure Agreement.** Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A to this solicitation includes the current NDA that should be used, unless otherwise instructed by the Government.

**5.3 Proposal Submission:** The due date for submission of proposals for this solicitation is 4:00 PM (local time) on 11 January 2005. Proposals must be sent by regular mail (including Express mail) or hand delivered. The original and two copies must arrive by the above deadline at the following address:

Office of Naval Research  
Attention: Julie Green  
800 North Quincy Street, Code 0252  
Arlington, VA 22217-5660  
Ref: Solicitation Number 05-0002-03

## **6.0 Evaluation Information**

**6.1 Evaluation Criteria:** A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. Best value is the outcome of any acquisition that ensures the Government meets the customer's needs in the most effective, economical, and

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timely manner. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

### Technical Factors

- (1) Key Personnel
- (2) Past Performance on earlier tasks under this and similar contracts
- (3) Management Plan and Technical Approach

### Price/Cost Factors

- (4) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Price/Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Price/Cost Factors are equally weighted. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

**6.2. Award:** The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award date of this order is on or after 25 January 2005.

**7.0 Submission of Questions:** Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable modes for written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for receipt of proposals may not be answered, and the due date for submission of proposals may not be extended.

**8.0 Solicitation Amendments:** Any amendments to this solicitation will be posted along with the solicitation on the ONR website. An e-mail notice will be sent to all potential Offerors at the time the amendment is posted. It is the Offeror's responsibility to regularly check for e-mail notices and the posting of solicitations/amendments.

**9.0 Point of Contact:** The Point of Contact for this solicitation is Julie Green, 0252, phone – (703) 696-2598, fax – (703) 696-2598 or E-mail – [greenj@onr.navy.mil](mailto:greenj@onr.navy.mil).

**10. Attachments:** Attachment Number A – Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research.

**Non-Disclosure Agreement Regarding Contractor Support  
for the Office of Naval Research**

The undersigned individual, \_\_\_\_\_, agrees,  
both in his personal capacity and as an employee of \_\_\_\_\_  
as follows:

**BACKGROUND**

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
  - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
  - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
  - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
  - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.



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- v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
  - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.
2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

### AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative<sup>1</sup> any information<sup>2</sup> relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

<sup>1</sup> Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

<sup>2</sup> This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files

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Concurrence by the employer:

Supervisor/Manager Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_